



Community Association Management Residential Leasing Services Maintenance Services Consulting

May 4, 2015

Bolling Brook Condominium

Re: Your unit at Bolling Brook Condominium

Dear Owner,

As an owner of rental property, you no doubt understand the value of competent and professional management. Legum & Norman provides that level of management services to Bolling Brook Condominium, the Association in which your unit is located. Were you aware that Legum & Norman also offers residential leasing and management services for individually owned residential units?

Our services include:

Full Service Leasing: MLS listing, marketing, perform checks of tenants and leasing paperwork

Inspections: Perform move in, move out, annual and other routine inspections

Association Compliance: Work with management regarding unit & tenant matters

Accounting: Collect rent, send monthly accounting statements, 1099 and year end statements

Maintenance: Schedule maintenance repairs, recommend and handle routine maintenance

In short, Legum & Norman offers complete “turn-key” management services. We manage your property so you do not have to. We take care of all the details so that you do not need to interrupt your own schedule to handle emergencies, tenant issues, association issues, or any other day-to-day items that inevitably arise.

Allowing the same company that manages your Association to manage your investment unit in that Association provides a seamless integration when issues arise. As agent for the Association, we are already familiar with the Association’s governing documents, rules and regulations, and the property in general. Our Rental Division already has instant access to management when it comes to managing issues on your behalf and on behalf of your tenants. In addition, because L&N already manages your Association, you may be eligible for a reduced rate.

I would welcome the opportunity to introduce you to our services and to answer any questions you may have. You can reach me at 703-970-8860 or kelliott@legumnorman.com

Thank you, I look forward to hearing from you soon!

Sincerely,

Keith Elliott
Associate Broker, Director Property Management

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